



STATE OF CALIFORNIA DEPARTMENT OF MOTOR VEHICLES

CONTINUOUS TESTING
OPEN EXAMINATION FOR

KEEP CONTINUOUS
TESTING BULLETINS
POSTED AT ALL TIMES

INVESTIGATOR, DMV

MONTHLY SALARY: Range A: \$3307 - \$3797
 Range B: \$3775 - \$4546
 Range C: \$4143 - \$4999

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FINAL FILE DATES Applications must be submitted by one of the filing dates listed below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will be held for the next final filing date.

Final File Dates: April 26, 2001 and November 1, 2001

INTERVIEW DATES **July/August 2001 and January/February 2002**

TESTING PERIOD The testing period for this classification is 12 months. You may apply for the examination at any time. Once you have taken the examination, you may not reapply for 12 months.

WHO MAY APPLY **Persons who meet the minimum qualifications as stated. This is an open examination. Applications will NOT be accepted on a promotional basis.**

HOW TO APPLY **Submit Examination Application (STD. Form 678)**

By mail to: Department of Motor Vehicles Selection Services Unit Investigator, DMV P.O. Box 932315 Sacramento, CA 94232-3150	OR	In person to: Department of Motor Vehicles Human Resources Branch 2570 - 24th Street 1st Floor Lobby - Examination Drop Box Sacramento, CA 95818
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All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

NOTE: Evidence of completion of required course work must be attached to the application at the time of filing (i.e., OFFICIAL transcripts). Applications received without this information will be eliminated.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **NOTE:** All applicants must meet the education and/or experience requirements for this examination by the *final file date*.

The following patterns may be combined proportionately, when applicable, to meet the overall experience requirement:

Either I

Education: Equivalent to graduation from college with a major in criminal justice, law enforcement, police science, administration of justice, or criminology; or a minor in criminal justice, law enforcement, police science, administration of justice, or criminology with evidence that the following courses or their equivalent have been completed: Introduction to Criminal Justice; Introduction to Criminal Law; Basic Investigation, Evidence, and Criminal Procedure; and Philosophy of Law. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must provide evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Experience: Two years of experience as a peace officer performing preliminary investigative work as part of the regular law enforcement activity; **AND**

Education: Equivalent to two years of college with a major in criminal justice, police science, law enforcement, administration of justice, or criminology.

Or III

Experience: One year of experience in the California state service performing duties equivalent to those of an Investigator Assistant. (Applicants who have completed six months of service in the class of Investigator Assistant will be admitted to the examination, but they must satisfactorily complete one year of experience in the class before they can be considered eligible for appointment.)

MINIMUM AGE Minimum age requirement at time of appointment: 21 years.

See reverse side for more information.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL, SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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PEACE OFFICER
STANDARDS

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U. S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this classification.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control, a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification.

Firearms Requirement: Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to this classification.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he/she can perform the essential functions of the job safely and effectively.

Psychological Requirement: Pursuant to POST Regulations 1002(a)(7), requires psychological screening of applicants for peace officer classifications.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

DEFINITION OF TERMS

“Performing the duties equivalent to...” For this requirement, the applicant must have experience of appropriate type and length in a class at substantially the same (or a higher) level of responsibility as the class specified.

SPECIAL PERSONAL
CHARACTERISTICS

Willingness to work in various locations throughout the State and at odd and irregular hours; keenness of observation; good memory for names, faces, places, and incidents; tact; satisfactory record as a law-abiding citizen; ability to work under stress and adverse conditions; and possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

SPECIAL PHYSICAL
CHARACTERISTICS

Good health, emotional maturity, and stability; sound physical condition; strength, endurance, and agility necessary to cope with the demands of the job; normal hearing; normal vision or vision corrected to normal; and weight proportional to age and height.

ADDITIONAL
DESIRABLE
CHARACTERISTICS

In addition to the knowledge and abilities, possession of appropriate certificates as evidence of increased competency at each level is desirable.

POSITION
DESCRIPTION AND
LOCATION

Investigator, DMV, under direction, conducts complex criminal and administrative investigations including employee, consumer, and licensee fraud, auto theft, counterfeit document, identity theft, unlicensed activity, employment background, crimes of theft; provides technical expertise to allied agencies; testifies in court; effects arrests, transports and books criminal suspects; issues criminal citations or warning notices; prepares, coordinates and participates in tactical operations including proactive enforcement, undercover operations, surveillance and execution of search warrants; provides immediate response to Field Office disturbances, stolen vehicle investigations and submission of fraudulent documents resulting in detention and possible arrests; locates and identified possible victims, suspects and/or witnesses; interview and/or interrogate victims, suspects and witnesses; prepares clear and concise reports of investigations, letters and other correspondence for review by prosecuting attorneys, departmental staff and others; maintains control of conflict situations through verbal command and instructions. Effectively communicates with the public, departmental staff and allied agencies, treating all persons with respect and consideration; identifies, analyzes, collects, preserves, stores and maintains evidence; provides training to detect and prevent fraud regarding identification and registration documents and related issues to employees of our department, allied agencies, and private industry; utilizes and maintains safety equipment (handguns, shotguns, ASP baton, chemical agents and handcuffs) in the application of force/deadly force, in accordance with departmental policy and appropriate statutes; control suspect movements by utilizing departmentally approved weaponless defense techniques; prioritizes assigned cases and manages an active caseload; makes independent decisions and arrives at sound judgments based on information available; serve subpoenas and administrative and/or adverse actions; develops and manages informants who may provide the department with information about suspected crimes; acts as a department representative on various task forces and teams that may interact with other local law enforcement agencies.

Positions exist throughout the State.
Interviews will be conducted throughout the State.

EXAMINATION
INFORMATION

This examination will consist of a Qualifications Appraisal Interview (Structured), weighted 100.00%. In order to obtain a position on the eligible list, a minimum score of 70.00% must be attained in the interview.

See next page for more information.

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EXAM SCOPE

In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the interview will be on measuring competitively, relative to job demands, each competitor’s:

A. Knowledge of:

- 1. Administrative and criminal investigative techniques.
- 2. Interview and interrogation processes and procedures.
- 3. Provisions of the Vehicle Code, Civil Code, Government Code, Health and Safety Code, Business and Professions Code, California Penal Code, Controlled Substance Act, and all State and Federal laws relating to crimes committed regarding vehicles and vessels.
- 4. Laws and practices related to vehicle manufacturers, dealers, dismantlers, and the automotive industry, and other related codes.
- 5. Administrative and criminal procedures.
- 6. Methods used in securing and preserving evidence.
- 7. Laws of arrest.
- 8. Search and seizure.

B. Ability to:

- 1. Develop techniques, methods, and skills required in the conduct of administrative and criminal investigations.
- 2. Apply laws and rules of evidence to specific situations.
- 3. Gather and analyze facts and evidence and present such evidence as required.
- 4. Analyze situations accurately and take effective action.
- 5. Participate actively in surveillance operations.
- 6. Interview and interrogate.
- 7. Effect arrests.
- 8. Effectively control informants, paid operatives and confidential informants.
- 9. Appear as an expert witness.
- 10. Serve subpoenas.
- 11. Write and execute search warrants and subpoenas duces tecum.
- 12. Prepare accurate investigation reports.
- 13. Establish and maintain cooperative working relationships.
- 14. Communicate effectively.
- 15. Effectively make use of computerized data and discern patterns of fraud.

ELIGIBLE LIST INFORMATION

A departmental open list will be established for the Department of Motor Vehicles. Candidates may only be tested once in a 12-month period. Names of successful competitors are merged into the eligible list in order of final scores, regardless of test date. Names will remain on the list for a period of 12 months.

VETERANS AND CAREER POINTS

Veterans preference points will be added to the final score of all open competitors in this examination who qualify for, and have requested, these points and who are successful in all part(s) of the examination. (See “General Information” on this bulletin for more information regarding veterans preference points.)

Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Motor Vehicles, Selection Services Unit (916) 657-7713 three days prior to the written test date if the candidate has not received a Notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection Services Unit (916) 657-7713 three weeks after the final file date if the candidate has not received a progress Notice.

If a candidate's Notice of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress made in their efforts toward self-development.

Rule 235: An employee who has moved from one agency to another agency without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of

another agency who is otherwise eligible may participate, if that employee had promotional eligibility in the designated agency at any time within three years of the date of the examination and has had no subsequent break in state service by resignation, non disability retirement or removal for cause.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veteran's Preference Points will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested the points. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERAN'S POINTS. Directions for applying for veteran's preference points are on the Veteran's Preference Application form (Form 1093) which is available from the State Personnel Board or the Department of Veteran's Affairs, P.O. Box 942859, Sacramento, CA 94295-0001.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

ON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT

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REVISED BULLETIN: May 31, 2001

BULLETIN RELEASE DATE: April 5, 2001

FINAL FILE DATES: April 26, 2001, November 1, 2001